STARS MANUAL

VENDORS, VENDOR TABLES AND VENDOR TABLE INQUIRIES

INTRODUCTION

In this chapter:

- Vendor definition and terms
- Adding, maintaining, and searching vendor tables
- State employees on vendor tables

VENDOR DEFINITIONS AND TERMS AND VENDOR TABLES

Vendor - A vendor can be an employee, an individual, a business, a not-for-profit entity, government, or an educational institution that sells services or materials to the State. The laws under which the State purchases goods and services are in Idaho Code Section 67-5714 through Section 67-5744 and IDAPA 38.05.01, both of which are referred to on Department of Administration's Purchasing Web site. The vendor is responsible for complying with all applicable federal, state and local statutes or other applicable legal requirements.

Vendor Number - Many STARS transaction codes require a valid Vendor Number. Vendor Numbers consist of nine alphanumeric characters. See the 1099MISC and the Workers' Compensation chapters for more information regarding vendor number requirements. The Vendor Number can be an individual's Social Security Number (SSN), an Employer Identification Number (EIN), or an alpha sequence assigned by the SCO (used for foreign vendors and petty cash custodians).

Vendor Suffix - The two-character suffix number is required when entering a transaction that requires a vendor number. A vendor with several office locations may use one EIN with different suffix numbers to indicate the different office locations. Vendor suffix numbers are two alphanumeric characters. SCO assigns suffix numbers to make the Vendor Number unique for a particular location.

<u>Vendor Name</u> - The Vendor Name is used when submitting the 1099 Miscellaneous Information Tax Return to the IRS. The Vendor Number/Suffix combination looks up the forty-character Vendor Name from the Vendor Edit Table (S021). The name/number combination must match either the IRS or SSA records.

The SCO uses the IRS interactive TIN matching service to verify the correctness of the name/number combination prior to adding or changing a vendor on STARS.   If you use a transaction code that does not require the vendor number for a payment, you must manually enter the Vendor Name.

<u>Vendor Type</u> - The following vendor types are used in STARS:

- 6 - old value, replaced with 'I'

- I – Individual/sole proprietor.

- C – Corporation. Inc. or Corp. is usually in the name.

- P – Partnership. Non-corporation businesses that are identified either in the name or on the Substitute Form W9 as being a partnership.

- G – Government. Federal, State, and Local Governments.

- N – Non-profit. Non-profit organizations.

- O – Other. Miscellaneous organizations that do not fit any of the other listed classification.

- E – Idaho State Employee (must match EIS information).

- Z - Generic vendors (like PCARD0000)

- D - EIS Deductions. D is used on the vendors set up for EIS.

VENDOR EDIT TABLE

The Vendor Edit Table (S021 or VE) is used to record and store all of the needed vendor information. The VE maintains the vendor name and address and other pertinent information used in warrant writing, remittance advice preparation, and 1099-MISC reporting. Also recorded on the table is information regarding direct deposit banking information and vendor participation in the remittance advice on the Web program.

For additional information on direct deposit see the <u>Electronic Funds Transfer (EFT)</u> chapter. For additional information on the remittance advice on the Web program, see the appropriate section under <u>Vendor Services</u> on the SCO website.

VENDOR PAYMENT FILE

The <u>Vendor Payment File</u> (VP) maintains detailed transaction level information about expenditure and disbursement payments sorted by vendor. Not all payment transactions post to the Vendor Payment File. Vendor Payment File information can be used when responding to queries from vendors or to research possible duplicate payments. In addition, the 1099 system

extracts this information for use when submitting the 1099 Miscellaneous Information Tax Return the IRS.

SORT SEQUENCE AND NAME, STATE, AND REGION ABBREVIATIONS

See the table at the end of this document for commonly used abbreviations.

AGENCY VENDOR REQUESTS

Agencies should use the Web-based Vendor Maintenance application to request changes to vendor information on STARS. SCO will then maintain vendor information including the following processes:
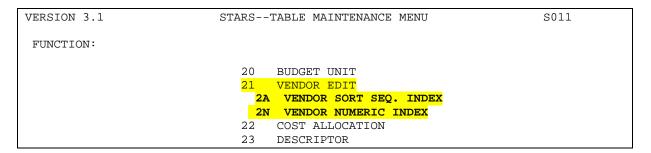
- Add a Vendor

- Change a Vendor

- Inactivate a Vendor

- Purge a Vendor

SEARCHING FOR VENDOR RECORDS

Before submitting a request to add a vendor, you should verify that the vendor is not already recorded in STARS. Use the STARS screens S02A, S02N, or the S021 to see if a vendor has already been added by request of another agency.

1. On the STARS Main Menu, type 'T' for **Table Maintenance** in the **FUNCTION** field and press ENTER.

2. You can search for a vendor by using the Vendor Edit Table or by using one of the 'indexes'. NOTE: You can Interrupt to the 21, 2A, 2N screens during data entry to search for vendors.

Below is an example of the STARS Table Maintenance Menu. Under the **21 – Vendor Edit** are two submenus you can use to search for (or "sort") vendors - **2A** sorts vendors by Sort Sequence name (A = Alphabetical) and **2N** sorts vendors by vendor number (N = Numeric).

```
VERSION 3.1               STARS--TABLE MAINTENANCE MENU            S011

 FUNCTION:


                    20    BUDGET UNIT
                    21    VENDOR EDIT
                      2A   VENDOR SORT SEQ. INDEX
                      2N   VENDOR NUMERIC INDEX
                    22    COST ALLOCATION
                    23    DESCRIPTOR
```

TO SEARCH BY THE SORT SEQUENCE 'NAME' (S02A)

1. Type '2A' in the **FUNCTION** field and ENTER.

2. Type 'R' in the **FUNCTION** field.

3. Type the 10 character Sort Sequence 'name' in the **SORT SEQ** field and then press ENTER. If you are not sure how the Sort Sequence is spelled, type just the first five characters and then press ENTER. You can also search by a key word in the Sort Sequence. For example, to locate the Office of the State Controller, search using the key word 'Controller' or even 'Contr'.

4. If necessary, type an N in the **FUNCTION** field to scroll to the next page of or list of vendors.

5. If you think you have located the vendor, press TAB to move the cursor to the column left of the vendor number.

6. Type S or X in the column next to the vendor number and press ENTER to view the details of the vendor record.

```
VERSION 3.1            STARS--VENDOR ALPHA INDEX INQUIRY              S02A
 FUNCTION: R (R=RECALL, N=NEXT)  SORT SEQ: CONTROL    AGY: 000
  VENDOR # SFX DMI NAME................ STATUS ADDRESS.... ..... CITY.......
_ 826000952 11     STATE CONTROLLERS OFFI  0     700 W STATE ST   BOISE
_ 826000952 12     STATE CONTROLLERS OFFI  0     700 W STATE ST   BOISE
_ 911606995 00     CONTROLS AUTOMATION IN  0     PO BOX 28972     SPOKANE
_ 222964823 00     CONTROL SCREENING LLC   0     PO BOX 1142      GREENSBURG
S 820266703 00     CONTROL SOLUTIONS & DE  0     10009 EMERALD ST BOISE
```

TO SEARCH BY VENDOR NUMBER (S02N)

1. Type '2N' in the **FUNCTION** field and press ENTER.

2. Type 'R' in the **FUNCTION** field.

3. Type the vendor number in the **VENDOR #** field (do not use a suffix) and then press ENTER. If you are not sure of the vendor number, type just the first few numbers and then press ENTER.

4. When you locate the vendor, press TAB to move the cursor to the column left of the vendor number.

5. Type S or X in the column next to the vendor number and press ENTER to view the details of the vendor record.

Make sure the vendor number is correct and make sure the two-character suffix number is blank.

```
VERSION 3.1            STARS--VENDOR NUMBER INDEX INQUIRY             S02N
 FUNCTION: R (R=RECALL, N=NEXT)  VENDOR #: 826000952   AGY: 000
  VENDOR # SFX DMI NAME................ STATUS ADDRESS......... CITY.......
_ 826000952 00     STATE CONTROLLERS OFFI  0     PO BOX 83720     BOISE
_ 826000952 01     NORTH IDAHO CORRECTION  0     RT 3 BOX 147     COTTONWOOD
_ 826000952 03     PARKS AND RECREATION D  0     PO BOX 83720     BOISE
_ 826000952 06     STATE CONTROLLERS OFFI  0     700 W STATE ST   BOISE
X 826000952 08     STATE CONTROLLERS OFFI  0     700 W STATE ST   BOISE
_ 826000952 09     BUREAU OF DISASTER SER  0     4040 GUARD ST    BOISE
```

TO SELECT MULTIPLE VENDORS FROM THE SEARCH RESULTS

From the search results of the S02A or S02N screen, you may select more than one record at a time. NOTE: You cannot do multiple selections if you have used the interrupt to the S02A or S02N screens. In addition, you can only select from the records viewable on screen up to a maximum of 18 records.

1. Press TAB to move the cursor to the column left of a vendor number and type an S or an X. (See illustration below).

2. Repeat step 1 for each vendor you want to select.

```
VERSION 3.1              STARS--VENDOR NUMBER INDEX INQUIRY            S02N
 FUNCTION: N (R=RECALL, N=NEXT)  VENDOR #: 826000952   AGY: 000
  VENDOR # SFX DMI NAME................. STATUS ADDRESS......... CITY.......
X 826000952 00     STATE CONTROLLERS OFFI  0   PO BOX 83720      BOISE
_ 826000952 01     NORTH IDAHO CORRECTION  0   RT 3 BOX 147      COTTONWOOD
_ 826000952 03     PARKS AND RECREATION D  0   PO BOX 83720      BOISE
X 826000952 06     STATE CONTROLLERS OFFI  0   700 W STATE ST    BOISE
X 826000952 08     STATE CONTROLLERS OFFI  0   700 W STATE ST    BOISE
_ 826000952 09     BUREAU OF DISASTER SER  0   4040 GUARD ST     BOISE
X 826000952 10     STATE CONTROLLERS OFFI  0   700 W STATE ST    BOISE
X 826000952 11     STATE CONTROLLERS OFFI  0   700 W STATE ST    BOISE
```

3. When finished, press ENTER.

4. The S021 Vendor Edit Table will open. Press F3 to advance through the vendor records you have selected.

TO SEARCH FOR VENDORS USING THE VENDOR EDIT TABLE – S021

You can search for vendor numbers using the Vendor Edit Table – S021.

1. Type 21 in the **FUNCTION** field and press ENTER.

2. Type R in the **FUNCTION** field.

3. Type the vendor number you are searching for and press ENTER. If you are not sure of the vendor number, type just the first few numbers and then press ENTER

4. If necessary, press F8 to scroll through vendor records in *alphabetical* order of the **SORT SEQUENCE** field. To scroll in order of the vendor *number*, type 'N' in the **FUNCTION** field and press ENTER.

```
VERSION 3.1        STARS--VENDOR EDIT TABLE MAINTENANCE/INQUIRY        S021

FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

VENDOR NUMBER: 820332192 00 DMI:   VENDOR AGY: 000   AUTHENTICATION IND:

VEND TYPE: C VEND STATUS: 0 CHG AGY:    W-9 AGY:       1099 NAME/ADDR: Y

SORT SEQUENCE: ROMARELECT SS EIN NUMBER: 820332192 00   1099 INDICATOR: N

VENDOR NAME..: ROMAR ELECTRIC COMPANY INC
```

STATE EMPLOYEES

The Office of the State Controller's Division of Statewide Payroll adds new employees to the Vendor Edit Table. STARS automatically receives an employee's address and SSN from the Employee Information System (EIS) through a nightly file download. State employees will be set up with a vendor type of 'E' and a suffix of 'SE'. The words STATE EMPLOYEE appear in the NAME 2 field on the data entry screen.

NOTE: A state employee can be added to the Vendor Edit Table as non-state employees with a different vendor type. (Some employees have businesses that do business with the state, as well as being state employees.)

To update the employee's address, contact the Division of Statewide Payroll. STARS then receives the updated information automatically from EIS. If an employee record is missing from the Vendor Edit Table, contact the STARS helpline to have it added from the EIS State Payroll information. Employee records will not automatically purge until the employee has been inactive for two years or more.

NOTE: When you are paying an employee using the STARS General Purpose Transaction Entry screen S501, press F5 to perform a lookup – this will automatically fill in data entry fields in your transaction with any related data that is available from STARS tables.

REQUEST TO CHANGE A VENDOR

Before you request a change to a vendor, verify that the information you are changing is not already recorded on the Vendor Edit Table. Use the 2A alphabetical search or the 2N numeric search described above.

Always check the comments field of a vendor record on the Vendor Table 21. The comments field may indicate that a vendor is inactive because the name/number combination did not agree with IRS or SSA records (IRS Match Error), or may refer you to a new vendor number if it has changed.

REQUEST TO INACTIVATE A VENDOR

Inactivating a vendor number/suffix will stop all future payments to the vendor under that number and suffix. When you request an inactivate status, you should also provide an explanation of why you are requesting the inactivation. SCO will enter your agency number as the Change Agency on the Vendor Edit Table.

Vendors may be inactivated from IRS notifications. Twice each year the IRS notifies the SCO that some of the name/number combinations on the 1099 Miscellaneous Information Tax return do not match IRS or SSA records. After receiving the notification, the SCO inactivates the vendor (status 1) and notes 'IRS Match Error Need W9' in the Contact Name field. A new completed W-9, signed by the vendor, is required to activate the vendor.

Further payments to the vendor will not resume until the W9 is received and the new information verified with the IRS interactive TIN matching service. See the 1099MISC or Workers' Compensation chapter for more information regarding inactivated IRS vendors.

PURGE A VENDOR

Each fiscal year, the SCO automatically purges vendors from the Vendor Edit Table using the following rules: 1) If the LAST PAID DATE is older than two years; 2) If the LAST PAID DATE is equal to zeros (000000) and the LAST PROC DATE is older than two years. State employees will not be purged until two years after becoming inactive.

FINDING PAYMENTS MADE TO VENDORS

The Vendor Payment File Record Inquiry (S071 or VP) will find vendor payment transactions made using STARS transaction codes that post to the VP file. The VP file contains detailed transaction level information about disbursements and payments when the transaction code used posts to the vendor payment file. The VP file can be used for research when responding to queries from vendors or to research possible duplicate payments.

1. From the STARS-Main Menu, type I in the FUNCTION field and press ENTER.
2. Type 71 in the FUNCTION field and press ENTER.
3. Type the vendor number in the **VENDOR NO** field and press ENTER.

The VP file has both prior year and current year transactions. To view prior year transactions, follow the steps above, then:

1. After typing the vendor number, press TAB to move the cursor to the **PRIOR FISCAL YEAR** field.
2. Type an X in the **PRIOR FISCAL YEAR** field and then press ENTER.

STARS security will allow you to view only those transactions from your state agency. If your STARS security includes access to more than one agency, then you will also have to enter the appropriate agency number.

```
VERSION 3.1          STARS--VENDOR PAYMENT FILE RECORD INQUIRY          S071


AGCY: 230  VENDOR NO: 010515202 00                 PRIOR FISCAL YEAR: X
 VENDOR TYPE:   VENDOR NAME: CRESTLINE CO


CURR DOC    TRANS ID                 TC  R M REFERENCE DOC        AMOUNT
  INDEX  PCA   SOBJ  WARRANT    INVOICE NO      DESCRIPTION

D0710095 01 230 07182000 4 565 00016 236   F E0700735 01           1,457.55
  2027  71201  5991 113411143   P0016214 0002  ACCT# 001883099
```

The VP file transactions are sorted by document number. The table also includes the transaction identification, transaction code, reversal indicator, modifier, reference document number, transaction amount, index, PCA, subobject, warrant number, invoice number, and description.

You can also search for transactions for a specific vendor by using the INTERRUPT field on the S071 screen. Type 2A in the INTERRUPT field, search for and select a vendor as described above. When the vendor record is displayed, press F4 to return to the S071 screen. This will automatically populate the S071 screen with the vendor information that you selected in the 2A screen. Press ENTER in the S071 screen and all current fiscal year payments for that vendor will be displayed.

SORT SEQUENCE AND NAME, STATE, REGION ABBREVIATIONS

Normal Spelling	Abbreviation
And	&
America/American/Americas	AMER
Associated/Associates	ASSOC
Association/NatlAssn (of/for)	Only the association name, not Assoc of XXX or XXX Assoc
Boise State University	BSU
Bureau/Division etc. (of/for)	Only the bureau name, not Bureau of XXX or XXX Bureau
City (of)	Only the city name, not City of XXX or XXX City
Clearwater	CLRWTR
Coeur D Alene	CDA
Commission	COMM
County (of)	Only the county name, not County of XXX or XXX County
Department (of/for)	Only the dept name, not Dept of/for XXX or XXX Dept
East/Eastern	E
Government	GOVT
Idaho	ID
Idaho State University	ISU
Idaho Transportation Dept	ITD
Incorporated/Corporation etc.	Only the name of the corporation, leave off INC or CORP
Intermountain	INTMTN
International	INTL
Manufacturing	MFG

Normal Spelling	Abbreviation
Mountain	MTN
National/National Assoc of	NATL
North/Northern	N
Northeast/Northeastern	NE
Northwest/Northwestern	NW
Saint/state(s)	ST
School District	SCHD(name) for example, SCHDBOISE
South/Southern	S
Southeast/Southeastern	SE
Southwest/Southwestern	SW
State (of) for a specific state	Only the state abbreviation, not State of XXX, or XXX State
Transportation	TRANS
United States	US
University	UNIV
University of Idaho	UOFI
West/Western	W

STATE AND REGION ABBREVIATION TABLE

State/Region	Abbreviation	State/Region	Abbreviation
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
Florida	FL	North Dakota	ND

State/Region	Abbreviation	State/Region	Abbreviation
Georgia	GA	Ohio	OH
Hawaii	HI	Oklahoma	OK
Idaho	ID	Oregon	OR
Illinois	IL	Pennsylvania	PA
Indiana	IN	Rhode Island	RI
Iowa	IA	South Carolina	SC
Kansas	KS	South Dakota	SD
Kentucky	KY	Tennessee	TN
Louisiana	LA	Texas	TX
Maine	ME	Utah	UT
Maryland	MD	Vermont	VT
Massachusetts	MA	Virginia	VA
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY
American Samoa	AS	District of Columbia	DC
Federated States of Micronesia	FM	Guam	GU
Marshall Islands	MH	Northern Mariana Islands	MP
Palau	PW	Puerto Rico	PR
Virgin Islands	VI		

VENDOR REPORTS

AGENCY REQUESTABLE VENDOR PAYMENT REPORTS

Request your reports from the State Controllers Office.

Report number	Description
DAFR0141	Year-to-Date Vendor Payment Detail by Trans ID A year-to-date look at vendor payment detail by transaction identification. Includes vendor name, vendor number, agency number, transaction identification (Trans Id), subobject and subobject detail, transaction amount, and invoice description. The transaction identification (Trans Id) is the transaction date, batch type, batch number and sequence number. This report totals by vendor.
DAFR0157	Prior Year Vendor Payment Detail by Trans ID A prior year look at vendor payment detail by transaction identification. Includes vendor name, vendor number, agency number, transaction identification (Trans Id), subobject and subobject detail, transaction amount, and invoice description. The transaction identification (Trans Id) is the transaction date, batch type, batch number and sequence number. This report totals by vendor.
DAFR0158	Prior Year Vendor Payment Detail W/Document Number Identical to DAFR0157 but includes the warrant number and document number. SCO sends this report to your agency after the fiscal year end closing.
DAFR8430	Vendor Payment Detail with Document Number A year-to-date look at vendor payment detail by document number. Includes vendor name, vendor number, warrant number, warrant date, agency, current document number, transaction amount, and invoice description. This report totals by vendor.

PUBLIC INFORMATION VENDOR PAYMENT REPORTS

The following reports do not have a vendor number. Since the vendor number is not public information, these reports are for public information requests.

Report number	Description
DAFR0208	Year-to-Date Vendor Payment Information Report A year-to-date look at vendor payments. Includes vendor name, agency number, process date, subobject and subobject detail including titles of each, transaction amount, and invoice description. This report totals by vendor.
DAFR0210	Prior Year Vendor Payment Information Prior year's look at vendor payments. Includes vendor name, agency number, process date, subobject and subobject detail including titles of each, transaction amount, and invoice description. This report totals by vendor.